

## **CASH DASH CLAIM FORM**

(To be used only if you have identified property on the Cash DASH list. See pages 2-3 for instructions to complete this form.)

		Over \$100	\$10-\$100	Under \$10	?
<b>Account Information</b>					
1. Name as it appears on list/Company Name		2. Address as listed		3. Social Security Number/FEIN	
<b>Individual Submitting Claim</b>					
4. Last Name		5. First Name		6. Middle Initial	
7. Current Mailing Address		8. City		9. State	10. Zip Code
11. Daytime Telephone Number		12. Social Security Number/FEIN			
13. My relationship to the owner of the property: <div style="display: flex; justify-content: space-between;"> <div>             I am the owner of the property              Guardian or other representative of the owner              Executor or administrator for the owner           </div> <div>             Heir where there has been no probate              Power of Attorney              Other – explain _____           </div> </div>					

The following must be included with this form:

1. Clear copy of documentation showing the social security number of the claimant, and
2. Proof of the original owner's address as listed in box number 2 above
3. Claimant must have signature notarized (not required if amount less than \$100)
4. Additional documentation, as applicable, described in the instructions on pages 2 and 3.

The named claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim, said claimant will indemnify and hold harmless the State of Illinois, its officers and employees, from any other valid claims to the said property.

Claimant swears and affirms that they are the proper claimant in the foregoing claim and that the above statements are true to the best of their knowledge.

SUBSCRIBED AND SWORN TO BEFORE ME BY  
 \_\_\_\_\_ (Claimant(s))

**SIGNATURE OF CLAIMANT(S):**

X \_\_\_\_\_

X \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Signature of Notary Public County / State

My Commission Expires: \_\_\_\_\_

Notary Seal:



Mail completed form to:

Illinois State Treasurer's Office  
 Unclaimed Property Division  
 P.O. Box 19495  
 Springfield, IL 62794-9495

# INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE CASH DASH CLAIM FORM

**AMOUNT OF CLAIM:** Please check the box that describes the amount of your claim. You can find this information listed on the search results screen.

**ACCOUNT INFORMATION:** (Boxes 1 through 3) List the individual or the company name and address information exactly as it appears on the list. Provide the social security number for the individual or the federal employer's identification number (FEIN) for the company.

**INDIVIDUAL SUBMITTING CLAIM:** (Boxes 4 through 12) The person filling out and submitting the claim form must clearly print their full name, current mailing address, daytime phone number and social security number on the form.

**We need to protect the property we are responsible for. This requires us to ask for some simple proofs of ownership. For all claims please:**

1. Provide a clear copy of documentation of your social security number.
2. Provide proof of the owner's address listed in the account information.
3. Have your signature notarized on the claim form if property is over \$100.00.

Below are examples to help prove address:

- Driver's License or other ID Card
- College Transcript
- Marriage Certificate
- Old Billing Statement
- W-2 Statement
- Bank Statement
- Court Document
- Insurance Policy
- Birth Certificate
- Divorce Decree
- Personal Check or Deposit Slip
- Brokerage Statement
- Auto Registration
- Income Tax Return (signed by preparer or IRS label affixed)
- Report Card
- Pay Stub
- Postmarked Envelope
- Death Certificate

**IDENTIFY THE TYPE OF CLAIM YOU ARE SUBMITTING: (Box 13)** You must check one box. Depending upon which box you check, you will be required to submit additional documentation to prove your claim. See further instructions below.

## **ADDITIONAL DOCUMENTATION TO SUPPORT PROOF OF CLAIM**

**Owner of the property:** If you are the original owner of the property in many cases providing the information requested above will be adequate proof to process your claim. If your name has changed from the way it was reported to us you will need to send copies of the legal document reflecting the change, e.g. marriage certificate, adoption papers, divorce decree, etc.

**Guardian or other representative:**

1. If you are a parent submitting a claim for a minor child you will need to submit a copy of the minor child's birth certificate.
2. If you are acting as a guardian, conservator, trustee or other legal representative, you must furnish a copy of the court documents or other signed legal documents giving you authority to act on the other person's behalf.

**Executor or administrator of an estate:** If you are acting as an administrator, executor or other personal representative of an estate you must submit the following:

**Open Estate**

1. Copy of the owner's death certificate
2. Tax ID# for the estate
3. Court certified, current copy of your letter of office certifying your appointment

**Closed Estate**

1. Copy of the owner's death certificate
2. Certified copy of the Will
3. Certified copy of the order admitting Will to probate
4. Certified copy of the final distribution order

**Heir where there has been no probate:** If the owner died intestate (without a Will) and you are an heir, you will be required to submit the following:

1. Copy of the owner's death certificate
2. Proof of your relationship to the decedent
3. Completed and notarized small estate affidavit

**Power of Attorney:** Please submit a notarized copy of the legal documentation giving you the authority to act on behalf of the owner.

**Other – Explain:**

1. Proof of ownership and explanation of your relationship to the owner are required. Upon review of the documentation submitted, further information may be requested.
2. If you are claiming for a business entity
  - a. Provide the business's federal employers identification number (FEIN)
  - b. Provide documentation showing how you are connected to and authorized to act for the business entity shown as the original owner.

**Once we receive and review your completed form we will contact you in writing:**

1. to let you know that we have received your claim form, who reported the property to us and the amount reported, or
2. if we determine there is additional documentation needed to process your claim, or
3. if we determine there are other owners listed on the account that you are claiming, we will send additional claim forms or general release forms for the other owners' signatures. If you know there are joint owners on the account, please have the joint owners sign prior to submitting the claim form, or
4. when we have approved your claim for payment.